

Request for Proposals

Library Technology Award

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Introduction

The purpose of the Library Technology Award is to assist full Network member libraries in the NN/LM SCR that are interested in implementing large-scale technology applications to further encourage library improvement and expansion of library services. Funding can be used to implement a complete solution, implement one or more modules of a complex technology application, or expand an existing application.

The NN/LM SCR encourages all interested applicants to review the *Guide for NN/LM SCR Awardees*: <http://nnlm.gov/scr/outreach/subcontractorsguide.html>.

Background Information

Resource Libraries (RL) and Primary Access Libraries (PAL) are the principal providers of health information for health professionals and consumers in the SCR. RLs and PALs increasingly rely on technology for access to health information and provision of health information resources.

Eligibility

Network members in the NN/LM SCR (Arkansas, Louisiana, New Mexico, Oklahoma and Texas). Network membership is free and open to institutions interested in providing health information. To apply for membership: <http://nnlm.gov/scr/services/member.html>.

Network members may apply for a Library Technology Award as a consortium.

Potential Projects

Potential areas of focus may include one or more of the following components (these are examples only and not meant to be all-inclusive):

- Implementation of an integrated document delivery system such as ILLiad;
- Installation of electronic resource management applications such as OpenURL tools to enhance access to electronic journals;

- Implementation of a remote authentication system to allow users access to electronic resources such as journals and databases from anywhere on the Internet;
- Implementation of an Open-URL service to facilitate access to the Library's electronic resources;
- Implementation of a scanning and digitization system to ensure preservation of valuable items in the library's collection and make them available in an electronic format to both local and remote users;
- Implementation of a distance education application for expanding training opportunities to users remote from the institution;
- Implement a videoconferencing system for synchronous training with users at satellite clinics.

Funding

Two (2) projects up to \$20,000 will be awarded.

Budget Guidelines

Food is not permitted. Indirect costs (IDC) up to 25% are allowed for this award; however, it is recommended that due to the low funding level, IDC be kept to the minimum possible.

Period of Performance

Up to 12 months from date of the award.

Evaluation Criteria

The technical evaluation criteria are listed in the order of relative importance with points assigned for evaluation purposes. PROPOSALS WILL BE SCORED AGAINST THESE CRITERIA, SO PLEASE BE CERTAIN THAT ALL CRITERIA HAVE BEEN ADDRESSED. Total possible points: 100. Primary consideration will be given to the evaluation of technical proposals rather than cost or price. The evaluation will be based on the demonstrated capabilities of the prospective bidders in relation to the needs of the project as set forth in the RFP. The merits of each proposal will be carefully evaluated, based on responsiveness to the RFP and the thoroughness and feasibility of the technical approach proposed. Bidders must submit information sufficient to evaluate their proposals based on the criteria listed below.

Criterion 1

Technical Approach: 50 Points

- A detailed technology plan describing the rationale for selection of this technology;

- Information showing that implementation of technology is feasible during the 12 month award period;
- Evidence that the proposed technology will improve access to health information;
- Evidence of Principal Investigator(s) ability to manage technology projects;
- Plans for gathering and reporting baseline data and for evaluating the success of the approach to meeting the information needs of the targeted user group.

Criterion 2

Information Access Improvement: 25 Points

- Target group(s) is described and relevant information needs are discussed;
- Description is provided of how proposed technology will improve information access to targeted users;
- Intent to continue project services to target community after completion of the project.

Criterion 3

Project Support: 25 Points

- Experience of the proposed personnel in planning and implementing technology solutions to improve access to health information for health professionals and/or consumers;
- Evidence of institutional facilities and resources adequate to support the proposed program;
- Letters of commitment from bidder's institutional administration and Information Technology department administration and commitment from administrations of all agencies involved or targeted in the project.

Deliverables

Awardees(s) shall prepare and submit quarterly reports and a final report detailing project activities, including progress made toward goals and problems encountered. Other reporting requirements such as completion of outreach reporting activity forms may also be required. Instructions for reporting will be provided to the principal investigators of projects selected for funding.

Publication and Publicity

The Subcontractor shall acknowledge the support of the National Institutes of Health whenever publicizing the work under this contract in any media by including an acknowledgment substantially as follows:

This project has been funded in whole or in part with Federal funds from the National Library of Medicine, National Institutes of Health, Department of Health and Human Services, under Contract No. N01-LM-6-3505 under the Houston Academy of Medicine-Texas Medical Center Library.

National Institutes of Health (NIH) Public Access Policy Requirement:

In accordance with the NIH Public Access Policy (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html>) investigators must submit or have submitted for them their final, peer-reviewed manuscripts that arise from NIH funds and are accepted for publication as of April 7, 2008 to [PubMed Central](http://www.pubmedcentral.nih.gov/) (<http://www.pubmedcentral.nih.gov/>), to be made publicly available no later than 12 months after publication. As of May 27, 2008, investigators must include the PubMed Central reference number when citing an article in NIH applications, proposals, and progress reports that fall under the policy, and was authored or co-authored by the investigator or arose from the investigator's NIH award. For more information, see the Public Access web page at: <http://publicaccess.nih.gov/>.

Website Compliance

If a website is developed under this award, the website must adhere to Section 508 compliance. Resources for this compliance include the *National Library of Medicine Web Applications/Site Development Guidelines* (<http://www.nlm.nih.gov/web/documentation/index.html>) and *Summary of Section 508 Standards* (<http://www.section508.gov/index.cfm?FuseAction=Content&ID=11>).

Submission Deadlines

A Letter of Intent must be provided no later than close of business July 1, 2008. The Letter of Intent can be submitted electronically, by mail, or by fax. Your expression of intent is not binding but will greatly assist in planning for proposal evaluation.

Proposals must be received by August 1, 2008, 5:00pm, CST.

For further information, contact:

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Houston Academy of Medicine-Texas Medical Center (HAM-TMC) Library
1133 John Freeman Blvd.
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Proposal Instructions

A detailed plan must be submitted indicating how the project will be implemented. All elements outlined below must be addressed in as much detail as necessary to demonstrate a clear understanding of the work being undertaken.

Please prepare your proposal according to the following outline:

1. Cover Sheet:

- a. Unique proposal title
- b. Principal Investigator's
 - i. Name
 - ii. Agency and/or health sciences library
 - iii. Address
 - iv. Telephone number
 - v. Fax number
 - vi. Email address

2. Summary: Provide a one paragraph summary of the proposal.

3. Statement of Work: The Statement of Work shall include technical requirements and specific tasks. Project descriptions are expected to be succinct in addressing the following:

- a. **Identification of Need:** Explain why there is a need and provide data on the need for information outreach to the target population.
- b. **Description of Target Population:** Describe the overall institutional structure. Describe the user populations who will utilize the technologies introduced by this program.
- c. **Project Description:** Describe the project in detail to include the following:
 - i. State the goal(s) of the project and the specific objectives you hope to achieve. Indicate the rationale for the plan and relationship to comparable work elsewhere, if known. Review pertinent work already published and relate it to the proposed approach.

- ii. Provide a description of the institution's current technology infrastructure and resources. Include any information regarding current technologies in place which will be directly impacted/improved by the proposal.
 - iii. Provide a detailed technology plan describing the rationale for selection of this technology, how it will improve access to health information and how users will be impacted.
 - iv. Provide detailed information on the technology itself, including specifications. Provide information on existing infrastructure that will be utilized by this new technology (campus Networks, existing servers, etc.)
 - v. Provide a detailed implementation plan for the technology.
4. **Publicity:** Provide a reasonably detailed plan for promoting the project to the user community, parent institution, etc.
5. **Facilities/Institutional Support:** Describe the (bidding) institution, its resources and services, as it pertains to the statement of work.

Please include letters of support from the:

- PI's institutional administration AND Information Technology department, AND
 - Each agency's administration AND Information Technology departments targeted in the project.
6. **Personnel:** Identify all project personnel. Include a narrative summary of qualifications as they relate to the statement of work and project responsibilities. Evidence of the Principal Investigator(s) ability to manage a project of similar scope should be provided. A tabular summary of estimated hours of project work and percentage of total hours worked should be provided for all personnel. Include curriculum vitae for all proposed personnel.
7. **Continuation of Activities after Project Completion:** Describe intent to continue project services to target community after completion of the project. What services, if any, should be continued, and how should they be funded? Describe any plans for sharing results of the project with participants.
8. **Evaluation Plan:** Explain how you will evaluate the project. Discuss how you will know that you have achieved each objective. Applicants should consult *Measuring the Difference: Guide to Planning and Evaluating Health Information*

Outreach or the NN/LM SCR office when developing needs assessments and/or evaluation plans. The *Guide* and three new supplemental booklets are currently available online at: <http://nnlm.gov/evaluation/guide>

The evaluation plan should be closely tied to the Statement of Work and the project goals and objectives. The overall evaluation should seek to identify the information needs and behaviors of the library's primary user groups and determine the usefulness of technology applications in improving access to health information. Anecdotal summaries will be acceptable as appendices to the overall evaluation. Recommendations for future services/products geared toward the targeted community should be based on stated evaluation methodologies.

- 9. Other National Library of Medicine (NLM) or NN/LM South Central Region Support:** Information on grants/contracts/competitive purchase orders with the NLM or the NN/LM SCR that were funded previously, are currently active, pending review or funding, or being prepared for submission, must be provided.
- 10. Cost Proposal Instructions:** Include a detailed budget in spreadsheet format providing a breakdown and written justification for the costs included in each expenditure category.

Funds may be requested for the following (these are examples only and not meant to be all-inclusive):

- Purchase of hardware and software related to the technology
- Hardware and software installation costs
- Application training costs
- Developing, producing, and distributing promotional materials
- Evaluation
- Indirect costs (IDC) **up to 25%** are allowed for this award; however, it is recommended that due to the low funding level, IDC be kept to the minimum possible.
- Travel necessary to support the project
- Developing, producing, and distributing promotional materials

If IT/computer hardware is proposed in response to this CFA please include the following as part of your cost proposal:

- For IT/computer hardware under \$3,000 – submit catalog pricing
- For IT/computer hardware \$3,000 or more – submit three (3) vendor quotes (valid preferably for 60 days, minimum of 30 days). Quotes may include General Service Administration (GSA) price lists. Reference <http://www.gsa.gov>

Vendor quotes are necessary to determine price reasonable for purchase of \$3,000 or more. The absence of competitive quotes must be documented and justified.

11. Submission Instructions: Submit one (1) original, five (5) copies and one (1) electronic version (Microsoft Word) of the proposal. Additional documentation such as letters of support, charts, or other supporting material may be submitted via email or regular mail to the address below:

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